

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### MECHANICAL SUPERVISOR

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Mechanical Supervisor is the fifth level in a five level Mechanical series. Incumbents are responsible for supervising entry, semi-skilled, and skilled mechanical staff, coordinating mechanical maintenance and repair activities, and participating in operational management activities.

The Mechanical Supervisor is distinguished from the Senior Mechanical Technician by its first-line supervisory responsibilities.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |  |              |
|----|--|--------------|
| 1. | Supervises Mechanical Technician staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.   | Daily<br>10% |
| 2. | Oversees the day-to-day operations in assigned area of responsibility, which includes: planning, coordinating, administering, and evaluating programs, strategies, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. | Daily<br>10% |
| 3. | Opens, assigns, monitors, and closes out work orders.  | Daily<br>10% |
| 4. | Supervises and participates in complex vehicle maintenance and repair activities performed by internal staff and/or external contractors, ensuring compliance with applicable standards and requirements.  | Daily<br>5%  |
| 5. | Prepares and maintains a variety of records, files, reports, work orders, and/or other related information related to operational activities for assigned area of responsibility.  | Daily<br>5%  |
| 6. | Works closely with internal departments, contractors, and vendors to coordinate necessary vehicle preventative maintenance and repairs.  | Daily<br>5%  |

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<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
7.	Participates in coordinating and monitoring division budget, including preparing cost estimates for budget recommendations and monitoring project expenditures.	Weekly 10%
8.	Develops bid specifications for vehicle and equipment acquisitions, including supervising the procurement process from bid through delivery of vehicles, equipment, and related infrastructure.	Weekly 10%
9.	Supervises and participates in repairing, installing, and maintaining vehicle mechanical instrumentation and control systems.	Weekly 5%
10.	Estimates material, supply, equipment, and labor requirements for applicable projects.	Weekly 5%
11.	Supervises and participates in maintaining appropriate inventory levels, requisitioning supplies, equipment, and materials including processing invoices for payment.	Weekly 5%
12.	Participates in a variety of meetings, committees, and/or other related groups to receive and convey information.	Weekly 5%
13.	Reads and interprets a variety of technical documents and written specifications in order to accomplish needed vehicle maintenance and repairs.	Weekly 5%
14.	Prepares disposal documents for the sale of obsolete equipment, including overseeing the sale of such equipment.	Monthly 5%
15.	Conducts life cycle analysis to determine fleet replacement schedules and appropriate charges and studies to optimize fleet operating efficiency.	Annually 5%
16.	Performs other duties of a similar nature or level.	As Required

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#### **Training and Experience** (positions in this class typically require):

- Bachelor's Degree in related field or five years of senior or mechanical technician experience in specialized operations, which includes two years of lead experience;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing Requirements** (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Applicable tools and equipment utilized in assigned area or responsibility;
- Applicable terminology utilized in the trade;
- Methods, materials, techniques and equipment utilized in assigned area of responsibility;
- Budget administration principles and practices;
- Inventory management principles and practices;
- Vehicle and equipment specification development and acquisition methods and procedures;
- Safe work practices and procedures.

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#### **Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritize and assigning work, detail oriented and ability to multi-task
- Training employees in proper work methods
- Using computers and applicable software applications
- Coordinating and implementing preventative maintenance to applicable vehicles and equipment
- Troubleshooting, diagnosing, and resolving vehicle and equipment problems, and malfunctions
- Performing vehicle and equipment maintenance and repairs in assigned area of responsibility
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Compiling and analyzing data and information
- Preparing vehicle and equipment specifications
- Developing and administering budgets
- Monitoring and participating in the preparation and maintenance of operational reports, logs and records
- Estimating time, materials, tools, and equipment requirements for jobs
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, and crouching.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, and travel.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

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Reviewed by the City of Fresno

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